

**November 8, 2011**

The Munford Municipal-Regional Planning Commission met on Tuesday, November 8, 2011 at 6:30 P.M. in the Munford Municipal building located at 69 College Street with the following:

**PRESENT:** Chairman Keith Jones, Vice-Chairman Jerry Trobaugh, Mayor Dwayne Cole, Sue Arthur David Keeton, and Nancy Baker

Absent: Gary Fodor

**ALSO PRESENT:** Georgia Dawson, Sonny Pittman, Don Taylor, Planner Randy Nelson, Building Inspector/Code Enforcement Officer Albert Bell, and Recording Secretary Barbara Younger

The meeting was called to order at 6:35 P.M. There was a quorum present.

There was a motion by Jerry Trobaugh, seconded by Sue Arthur to approve the minutes from the October 11, 2011 meeting as distributed. Motion carried.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Discussion of Taylor Property Minor Subdivision Plat**

Background:

A minor subdivision plat has been submitted for the Donald Taylor properties located at 172 Charles Place and 128 Charles Place. The applicant is requesting an adjustment to the common property line in order to comply with the land use regulations.

Staff Recommendation:

Staff has reviewed the request as a conceptual drawing and recommends approval once an acceptable plat is submitted.

There was a motion by David Keeton, seconded by Jerry Trobaugh to approve the Taylor Property Minor Subdivision Plat contingent upon all signatures. Motion Carried.

**B. Discussion of the Dawson Property Minor Subdivision Plat**

Background:

Don Cole and Associates has submitted a minor subdivision plat on behalf of Robert S. Dawson. The plat proposes the subdivision of Parcel 84.00, Tax Map 111 and located on the east side of Maple Hill Drive in the City of Munford. The parcel is approximately 14.64 acres and zoned R-1 (Single Family Residential). The property does not appear to be in a one-percent chance of flood area (FEMA FIRM 47167C0320G – May 4, 2009)

Analysis:

The plat depicts an existing residential structure on approximately .61 acres labeled as Lot 1. There is 30 feet of dedicated ROW on Maple Hill Drive and a remaining 13.89 acres labeled as Lot 2. The subdivision appears to meet the minimum requirements of the land use regulations.

Recommendation:

The staff planner recommends approving a stamped copy of the proposed minor plat.

There was a motion by Jerry Trobaugh, seconded by David Keeton to approve the Dawson property minor subdivision plat contingent upon all signatures. Motion Carried.

**C. Consideration of Subdivision Regulation Amendment-Administrative Review of Minor Plats**

Staff has prepared a resolution to amend the subdivision regulations in order to allow, under certain conditions, approval of minor subdivisions without approval of the Planning Commission. The plat shall involve no more than 2 lots, must be certified as compliant by the planning staff and have no request for a variance. This would expedite the plat approval process for minor requests such as interior lot line adjustments, combinations of adjacent lots, 2 lot divisions, etc. The approval process would consist of staff review and verification of compliance, which is reported to the Secretary of the Planning Commission prior to approval, indicated by a signature, return signed plat to applicant. Staff recommends a 30 day notice for a public hearing prior to consideration of the proposed amendment. The following TCA sections enable the proposed amendment to both regional and municipal regulations.

**13-4-302 Submission of subdivision plats to commission for approval – Filing and recording.**

- (a) From and after the time when the planning commission of any municipality shall have adopted a master plan which includes at least a major street plan, or shall have progressed in its master planning to the stage of the making and adoption of a major street plan, and shall have filed a certified copy of such major street plan in the office of the county register of the county in which the municipality is located, no plat of a subdivision of land lying within the municipality shall be filed or recorded until it shall have been submitted to and approved by the planning commission and such approval entered in writing on the plat by the secretary of the commission or by another designee of the planning commission; provided, that if the plat of subdivision divides the tract into no more than two (2) lots, then the approval may be endorsed in writing on the plat by the secretary of the commission or by another designee of the planning commission without the approval of the municipal planning commission, upon certification by the planning staff of the municipal planning commission that the subdivision complies with such regulations governing a subdivision of land as have been adopted by the municipal planning commission pursuant to §13-4-303; and provided further, that no request for variance from such regulation has been requested.

**13-3-402 Regional planning commission platting authority – Recording plat by county register.**

- (a) (1) From and after the time when the regional planning commission of any region, as defined and created by the department of economic and community development, has adopted a regional plan which includes at least a major road plan or has progressed in its planning to the state of the making and adoption of a major road plan, and has filed a certified copy of such major road plan in the office or offices of the county register or registers of the county or counties lying in whole or in part in such region, then no plat of a subdivision of land within such region, other than land located within the boundaries of any municipal corporation, shall be filed for record or recorded until it has been approved by such regional planning commission; and such approval endorsed

in writing on the plat by the secretary of the commission or by another designee of the regional planning commission; provided, that if the plat of subdivision divides the tract into no more than two (2) lots, the approval may be endorsed in writing on the plat by the secretary of the commission or by another designee of the regional planning commission without the approval of the regional planning commission, upon certification by the planning staff of the regional planning commission that the subdivision complies with such regulations governing a subdivision of land as have been adopted by the regional planning commission pursuant to §13-3-403; provided further, that no request for variance from such regulations has been requested.

After review and discussion the Planning Commission decided to table the Subdivision Regulation Amendment – Administrative Review of Minor Plats until a later date. At this time no one was in favor of this resolution.

**OTHER BUSINESS**

Jerry Trobaugh inquired as to who would be responsible for updating the maps under the new contract with Nelson Thornton PC. It was mentioned that the Tipton County GIS will be taking care to make sure that maps are updated as necessary.

There was discussion as to the required Planning Commission members yearly training hours and who would be providing the training. Nelson Thornton PC will be providing the necessary Planning Commission training information as it becomes available.

**REPORTS**

**A: BUILDING INSPECTOR-PERMITTING AND ENFORCEMENT REPORT:**

There was a motion by Jerry Trobaugh, seconded by Sue Arthur to accept the Building Inspector's - Permitting and Enforcement Report, as well as a Report on Outstanding Bonds (Letters of Credit) as presented. Motion carried.

There being no further business, the meeting was adjourned at 7:05 P.M. on a motion by David Keeton. Motion carried.

\_\_\_\_\_  
Keith Jones, Chairman

\_\_\_\_\_  
Gary Fodor, Secretary

\_\_\_\_\_  
Barbara Younger, Recording Secretary